



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2013-0003

OPEN TO: All Interested Candidates / All Sources

POSITION: Accounting Technician
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)

OPENING DATE: June 18, 2013

CLOSING DATE: July 08, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 257,400 per annum

The U.S. Embassy in Manila is seeking an individual for the position of Accounting Technician at the Joint US Military Assistance Group (JUSMAG).

BASIC FUNCTION OF THE POSITION

Performs and prepare and coordinate all general ledger account reconciliations in accordance with finance policies and procedure as well as assist in the budget preparation. Prepare and review financial reports in accordance with reporting calendars and insure that all reports are submitted on a timely basis. Prepare all other financial reports – i.e. tax reporting packages, analyses and perform other general and administrative functions as may be required.

QUALIFICATIONS REQUIRED

All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. A bachelor's degree in Commerce or Business Administration major in accounting, auditing, and management or banking and finance is required.
2. Must have at least four years work experience in accounting, resource planning, fund administration, auditing or accounting is required.
3. Must have demonstrated thorough knowledge of budgeting including financial planning and allotment, accounting principles and financial regulations. Familiarity with regulations governing examination of vouchers and payments.
4. Must have demonstrated ability to effectively accomplish task requiring a high degree of accuracy and attention-to-detail. Must have demonstrated the ability to work quickly and accurately under continuing pressure and extended hours. Must have demonstrated the ability to set priorities and make mature, considered judgments.

5. Must possess excellent interpersonal skills. Must have demonstrated ability to use computers in office setting.
6. Must be a Civil Service Eligible. Level 4(Fluent) Speaking/Reading English and Tagalog language is required.

SUBMIT APPLICATION TO

JUSMAGPHIL

C/O US Embassy Manila

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6323

Fax: (632) 301-2491/2429

Attention: Admin/Resource Management Office (Indicate Vacancy Announcement Number)

E-mail: jusmagph.rm1@gmail.com (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word, Adobe PDF, or JPEG attachment)

CLOSING DATE FOR THIS POSITION: July 08, 2013

JUSMAG provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information-

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- I. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- J. Days available to work
- K. List any relatives or members of your household that work for the U.S. Government (*include their Name, Relationship, & Agency, Position, Location*)
- L. Education
- M. License, Skills, Training, Membership, & Recognition
- N. Language Skills
- O. Work Experience
- P. References